

**Permit for Rental of Parks, Facilities and Recreation Equipment**

<b>Park Rental Request</b> <input type="checkbox"/> Fort Ward Area: _____ <input type="checkbox"/> Waterfront <input type="checkbox"/> Oronoco Bay <input type="checkbox"/> Hensley Park <input type="checkbox"/> Ben Brenman <input type="checkbox"/> Other _____ <input type="checkbox"/> Chinquapin  <b>Equipment Rental Request</b> <input type="checkbox"/> Mobile Stage	<b>Date Requested</b> _____  <b>Estimated Attendance:</b> _____	<b>Rental to begin at:</b> _____ am _____ pm  <b>Rental to end at:</b> _____ am _____ pm
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Name of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip Code

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Street

City

State

Zip Code

Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Will fees be collected? ☐ Yes ☐ No Is this organization ☐ Profit ☐ Non-profit ☐ City AgencyRequest permission for ABC permit? ☐ Yes ☐ No (submit \$25 non-refundable processing fee with application)Request permission for noise permit? ☐ Yes ☐ No (sound systems restricted to Amphitheater at Ft. Ward Park)

Type of sound equipment being used \_\_\_\_\_

List any additional equipment you request approval to bring to the park \_\_\_\_\_

If access to park is needed prior to rental times please indicate times of delivery and set-up \_\_\_\_\_

Name of group to appear on park reservation sign \_\_\_\_\_

**Special Consideration:** The undersigned certifies that he or she has received and is familiar with the rules, regulations and responsibilities as a renter of City facilities, parks and equipment, and that the same will be enforced and honored by the renter or representative of the renting organization. the undersigned further certifies that he or she is legally authorized representative of the renting organization, and has the legal authority to submit this application and to enter binding contracts on behalf of the group or renting organization. The undersigned certifies that the information furnished in this application is true and correct to the best of the undersigned's knowledge and information. The undersigned acknowledges that issuance of a permit for rental of parks and facilities and recreational equipment is contingent upon approval of this application by the Director or Designee of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit or payment in full is required, if applicable.

Signature of Applicant \_\_\_\_\_

**For office use only****Minimum fees based on application** ☐ Resident ☐ Non-resident

Type of organization: A B C

Fees Charged for:	Day Rate	Hourly	# of Hours	Total Cost
Park Area				
Mobile Stage				
Other/ABC				
Staff Fee				
Total Amount Due				

Payment of fees for parks along the waterfront is due no later than two weeks prior to reservation date with a \$200 deposit paid within 10 days of approval of application. Payment for Fort Ward Park is due with application.

Checks are to be made payable to "City of Alexandria" and sent to the ARPCA/Park Reservation, 11108 Jefferson Street, Alexandria, VA 22314.

Amount owed \$ \_\_\_\_\_

Amount paid \$ \_\_\_\_\_

Date \_\_\_\_\_

☐ cash ☐ money order ☐ check # \_\_\_\_\_

Balance due \$ \_\_\_\_\_

Date \_\_\_\_\_

☐ cash ☐ money order ☐ check # \_\_\_\_\_

Equipment and park site listed above have been reserved. Should you have a problem on the day of reservation please call this emergency number \_\_\_\_\_ . Name \_\_\_\_\_

☐ Approved ☐ Not Approved Reason: \_\_\_\_\_

Program Supervisor \_\_\_\_\_ Date \_\_\_\_\_